

About Challenge Cost Share

Our Challenge Cost Share Program (CCSP) provides matching money for a broad range of projects that investigate, document, protect, and/or promote public understanding and appreciation of National Historic Trails. To be eligible for CCSP support from National Trails-Santa Fe, a project proposal must be linked to the trails administered through this office:

**Santa Fe National Historic Trail
Old Spanish National Historic Trail
Trail of Tears National Historic Trail
El Camino Real de Tierra Adentro National Historic Trail**

The 2007 CCSP project proposal period is open now through Feb. 1, 2007. Later proposals will be considered if funding is still available after that date.

If you have a project idea, contact CCSP Coordinator John Conoboy at (505) 988-6733 or john_conoboy@nps.gov.

What Does CCSP Do?

Challenge Cost Share is a partnership-and-matching program for projects related to national trails. Through CCSP, the National Park Service can pay as much as half of a project's costs, up to a total of \$30,000 in matching funds. The successful project applicant must match CCSP money equally or better with non-federal dollars and/or with donated in-kind labor, services, and materials. CCSP is not a grant.

Because CCSP is a partnership program, the National Park Service expects its trails staff to have "substantial involvement" in the proposals we fund. There are many ways we could be involved to help ensure the success of your project, depending on your needs. Call and talk to us – we'll work out the details together.

What Kinds of Projects are Eligible?

We welcome a wide range of CCSP project proposals that meet the needs of the national historic trails we administer. Broadly, those needs include field research, archival and oral historical research, protection and rehabilitation of trail resources, and providing for public appreciation of national historic trails.

- 1) *Field research* usually involves physical, visual, or photographic investigation of the trail route and associated properties. Examples are:
 - Using archeological techniques to identify and map trail remnants, graves, sites, and features.
 - Analyzing aerial and infrared photographs to identify trail routes.
 - Using Geographic Information System equipment to map trail routes and contribute to the trail's GIS database.

- 2) *Archival and oral historical research* involves collecting, archiving, and/or analyzing manuscripts and published writings, historic photographs, artwork, maps, oral traditions, and other written or oral records of trail history. Examples include:
 - Scanning and cataloging historic documents from private collections.
 - Transcribing emigrant letters and journals.
 - Researching a particular trail segment or person who used a route.
 - Compiling tribal oral histories about ancestors' experiences on a trail, the impacts Euro-American emigration on native peoples, etc.

- 3) *Protection, stabilization, and restoration projects* involve stabilizing, rebuilding, or protecting trail, immediate trail setting, and trail-related buildings, structures, and other features. Examples include:
 - Painting or re-roofing a historical building related to trail use.
 - Restoring native vegetation along a trail.
 - Landscaping a trail site to diminish the impact of non-historic features.
 - Working with landowners to develop conservation easements or National Register nominations for trail properties.

- 4) *Public understanding and appreciation projects* involve telling the story of a trail and the special places along its route, and making those special places available to the visiting public. Examples include:
 - Preparing a classroom curriculum on trail-related topics.
 - Developing and placing directional signs and markers, wayside exhibits, museum exhibits, websites, and publications.
 - Designing landscaping, walkways, and parking at a trail site.
 - Developing accommodations for trail site visitors with disabilities.
 - Preparing tours, lectures, performances, and other events relating to national historic trails and trail history.

You might have a different kind of idea that meets trail needs. Please call and tell us about it!

Who Can Participate?

You are eligible to propose a project if you can match the CCSP money with non-federal dollars and/or in-kind donations, **and** if your project idea would benefit any of the four trails administered by the National Trails-Santa Fe office. Any **non-federal** government entity, private individual or organization, business, or charitable group may apply for CCSP project funding.

The project itself can involve any kind of property: federal (with the consent of the managing agency), state, local, commercial, or private. However, the project itself must benefit the trail and the public. CCSP funds cannot be used for strictly private or commercial benefit.

CCSP does not advance project money “up front.” You will need to cover your expenses and then submit monthly vouchers for reimbursement. You also will be asked to provide records for your own part of the match -- for example, purchase receipts, invoices, and a monthly log of volunteer hours.

When Can I Apply?

We would like to receive your proposal for 2007 CCSP matching funds by February 1, 2007. If you miss the deadline, call us anyway. There still may be some possibility for CCSP support.

How Do I Apply?

Start by calling our CCSP coordinator (see contact information on page 1). Be ready to describe what you want to do and how you might match the CCSP funding you are requesting. We can help you refine your ideas, offer technical and planning expertise, identify non-federal matching-fund possibilities, and provide budget guidance for developing a successful project proposal.

First, read through the **Challenge Cost-Share Guidelines and Procedures**. Next, fill out the short-and-easy **Project Proposal**. Then sketch out a budget for your project. We can help you itemize your budget and follow directions for completing the **Detailed Budget**. Then *mail or email us your draft proposal and budget*. Our staff will make sure everything is in order, and that your project is well-planned and has a good chance of success.

When you're ready, finalize your forms and budget narrative and print out two copies. *Make sure you or your project manager signs the bottom of your completed budget form.* Your final packet will consist of your **Challenge Cost-Share Program Project Proposal**, and your **Detailed Budget**. You also may include supplementary materials in support of your proposal. Supplementary items might include completion reports from previous projects, other grant applications for this project, letters of support from other organizations, etc.

Keep one copy of your packet for yourself and mail the other copy of your proposal to:

John Conoboy, CCSP Coordinator
National Park Service
National Trails-Santa Fe
PO Box 728
1100 Old Santa Fe Trail
Santa Fe, NM 87504-0728

What Happens Next?

We will notify you of whether your proposal has been approved for funding. If your project is approved, you will be asked to sign a cooperative agreement with the National Park Service. The agreement, which is based on your project description and budget, says what you will contribute to the project and what we will contribute through CCSP. It also legally authorizes our office to reimburse you for your allowable expenses. Once signed, the agreement is binding between the National Park Service and you, our CCSP partner.

After the agreement is signed, you may begin your project and start turning in monthly vouchers for your agreed-upon expenditures. Every quarter, you will need to update us on your project, letting us know what you have accomplished. You will have five years to complete your project.

Wrapping It Up

When your project is finished, you will need to send us a brief **Project Completion/Status Form**, which we will review and send on to our CCSP Coordinator in Washington, D.C.

Once we accept your completion report, your partnership obligations for your project are fulfilled – and you are free to make a proposal for CCSP support for another project!